

# Head ACHA D2 Women's Hockey Coach (part-time, stipend)

Aurora University is an independent, comprehensive institution founded in 1893 offering bachelor's, master's, and doctoral degrees. Our two campuses are located in Aurora, Illinois and on the shores of Geneva Lake in Wisconsin. Additionally, we have an Educational Center in Woodstock, Illinois. We seek people passionately involved in the educational process who will help us realize our vision.

**Position Purpose:** The Head ACHA D2 Women's Hockey Coach supports learning by managing, organizing and administrating aspects of the Aurora University ACHA Division 3 Club Hockey program. This includes but is not limited to: scheduling of contests as necessary; player development on and off the ice; recruiting and making team travel arrangements.

## Core Competencies:

1. Represents Aurora University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our service, learns and uses operating practices of the department and Aurora University.
2. Upholds the Mission Statement: *Aurora University an inclusive community dedicated to the transformative power of learning.*
3. Handle confidential information with tact and discretion.
4. Supports learning through performance of essential job functions and performing other duties and functions as necessary or as assigned.

## Essential Job Functions:

1. Manages and administers aspects of the Aurora University ACHA Division 2 Women's Club Hockey program. This includes, but is not limited to, teaching/coaching student-athletes, scheduling as necessary, recruiting and making team travel arrangements.
2. Supervises assigned Assistant Coach(es) to ensure compliance to applicable rules, policies and procedures; provides orientation, training and guidance as needed.
3. Understands and follows ACHA and conference rules and regulations. Follows ACHA guidelines as outlined in their manual. Reports any alleged violations of ACHA, conference, or institutional rules and regulations.
4. Teaching/Coaching: (1) Keeps informed of contemporary trends, tactics, techniques and strategies in coaching, which includes developing a philosophy of what to teach and how to implement. Provides coaching and direction to assistant coaches, as well as positive and constructive feedback. (2) Plans, implements and evaluates practice sessions. Communicates expectations, positive and corrective feedback in a clear and constructive manner. (3) Develops effective game plans. Prepares team physically and mentally for competition; maintains and meets high expectations for team athletic success. (4) Instructs student-athletes on high expectations for academic achievement. (5) Instructs student-athletes on high expectations for student-athlete social responsibility and works

to develop well-rounded student-athletes. (6) Instructs student-athletes on a standard of proper student-athlete conduct, both in and out of the athletic arena and works with the Coordinator of Club Sports to sanction those who do not meet the set standard. (7) Instructs student-athletes on a standard of proper safety. Monitors condition of equipment and facilities, and reports items in need of repair/maintenance to Coordinator of Club Sports.

5. Recruitment of Student-Athletes: (1) Recruits and retains quality student-athletes and works with the Coordinator of Club Sports to satisfy target squad size numbers and freshmen/transfer recruitment goals. (2) Assists student-athletes and their parents in understanding the educational programs and opportunities at Aurora University as well as the opportunities in the athletic program.
6. Oversees selection and maintenance of team equipment, to include uniforms, athletic equipment and supplies.
7. Maintains records and statistics of team and individual performances.
8. Maintains self-control and poise; provides an example of sportsmanlike conduct for team members, officials, opponents and spectators.
9. Develops and maintains a positive relationship with alumni and interested constituents of the university and community.
10. Handles confidential information with tact and discretion.
11. Ability to drive university or rental vehicles as needed for away contests.
12. Performs special and/or additional duties as required by the Coordinator of Club Sports.

**Essential Job Requirements:**

**Education:**

- Bachelor's degree from accredited college or university is required.

**Experience:**

- Minimum of three years related experience.

**Skills:**

- Excellent verbal and written skills required.
- Strong interpersonal skills with the ability to work with a wide range of constituents: student-athletes, parents, coaches, media, alumni, administrators, support staff, campus community and the community at-large.
- Ability to set and achieve or exceed goals and meet deadlines, strong strategic thinking and problem solving abilities.
- General computer knowledge with a proficiency in Word and Excel.

**Special Requirements:**

- Evening and weekend availability is required
- Flexibility with an evolving work environment important

**Physical Requirements:**

- Physical ability to endure physically strenuous work-outs and physical exercise on a daily basis, including standing and/or walking for long periods, bending, stooping, lifting; manual dexterity; lifting of up to 30 pounds.

**Please send resume with cover letter and contact information for three references including name, telephone and email address.**

**Apply to:**

**Aurora University  
Human Resources  
347 South Gladstone Ave  
Aurora, IL 60506  
630-844-5650 - fax  
[jobs@aurora.edu](mailto:jobs@aurora.edu) - email**